

Chief, Management Staff

31 October 1958

Chief, Records Management Staff

Weekly Report for Week Ending 29 October 1958

1. Contributions

a. Tangible

- (1) Completed five new and 13 revised forms. Made one form obsolete.
- (2) Two hundred and thirty-two cu. ft. of inactive records were sent to the Records Center by eight Agency offices.
- (3) As a result of the Shelf Filing Installation in OCS/IR and the return of 80 safes to stock, the Supply Division has agreed to reduce the current purchase order for new safes in a like amount.

b. Intangible

- (1) Authority was given to OCS Library to destroy 20 cu. ft. of OCS Research and Analysis Reports. This action was concurred in by DD/P and the State Department.

2. Assignments - Active

a. Forms

- (1) Thirteen new and 14 revised forms in process.
- (2) Printing Services Division Survey.
- 25X1C4a ✓ (3) Reduction in [REDACTED] Requirements for Forms.
- (4) Revision of Travel Order.
- (5) Revision of Chain Envelope and Courier Receipt.
- 25X1C4a ✓ (6) Teletype Dissemination Information Reports and Systems.
- (7) Revision of [REDACTED] Form.

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b. Shelf Filing

- ✓(1) Office of Personnel.
- ✓(2) Reg Library Division/OCR.
- ✓(3) Acquisitions Branch Library/OCR.
- ✓(4) Industrial Registry. See 1.a. (3).
Purchase order for new filing equipment concurred in and forwarded to Logistics for preparation of the contract.
- ✓(5) Office of General Counsel. Inventory of filing equipment in use prepared. Need for secured area in New Building discussed with Building Planning Staff.

c. Filing Systems

- ✓(1) Office of Personnel Subject-Numeric Files. Installations continue in Mobilization Staff, IAS and Employee Relations Branch.
- ✓(2) [REDACTED]
- ✓(3) Security Staff New Building.
- 25X1A6a ✓(4) Office of Communications, [REDACTED] Awaiting response from our proposal to use Rotary File Equipment.
- ✓(5) Office of Personnel/Contract Personnel Division.
Our recommendation to use Rol-Dex Card File equipment accepted.

d. Audit and Revision of Records Control Schedules

- ✓(1) Medical Office. Review of records in Registrar Branch in process.
- ✓(2) OCR. Revised schedules in process in Liaison Division. Graphics Register, Biographic Register and Office of the AD.

e. Vital Records

- (1) In collaboration with representatives of OCR corrected a deficiency in the procedures for depositing index cards to the Graphics Register Photographic File.

3. Assignments - Immediate

- a. GIL-Subject-Numeric Files Installations,
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.

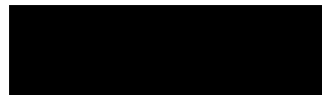
4. 25X1A9a

- a. [REDACTED] attended the Seminar on Paper-work Management sponsored by the Washington Chapter of Society for Advancement of Management and the Brookings Institution.

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- b. [REDACTED] attended the American Management Association Office Management Conference in New York last week.
- c. A special Courier trip was made by the Records Center to deliver urgently needed files to the Office of the Comptroller and the Medical Staff. Delivery was completed in three hours from the time of the request.

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Distribution:

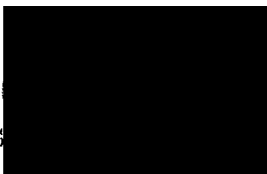
Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RRS (REPORTS -1 JULY - DECEMBER 1958)

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Mgt/S



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